

**§ 516.77 Procedures for exemption.**

(a) Active duty soldiers served with a summons to serve on a state or local jury will promptly advise their commander and provide copies of pertinent documents.

(b) Unit commanders will evaluate the summons considering both the individual soldier's duties and the unit mission. Coordination with the servicing judge advocate or legal adviser and with the appropriate state or local official may be necessary to determine any impact on the soldier's duties or on unit readiness.

(1) If the soldier is not exempt under § 516.75 (b) or (c), the commander will process the soldier for permissive TDY in accordance with AR 630-5, Leaves and Passes.

(2) If the soldier is exempt under § 516.75 (b) or (c), the commander will forward the summons and any related documentation, with recommendations, through the chain of command to the commander with exemption determination authority over the soldier concerned.

(c) The commander with exemption determination authority over the soldier concerned will determine whether the soldier is exempt. His determination is final.

(d) The exemption determination authority will notify responsible state or local officials whenever a soldier summoned for jury duty is exempt. The notification will cite 10 U.S.C. 982 as authority.

**§ 516.78 Status, fees, and expenses.**

(a) Soldiers who are required to comply with summons to serve on state or local juries will be placed on permissive TDY under the provisions of AR 630-5.

(b) Jury fees accruing to soldiers for complying with the summons to serve on state and local juries must be turned over to the appropriate finance office for deposit into the U.S. Treasury. Commands will establish procedures with local authorities and their servicing finance and accounting activity to ensure that such jury fees are so deposited. Soldiers, however, may keep any reimbursement from state or local authority for expenses incurred in the

performance of jury duty, including transportation, meals, and parking.

**APPENDIX A TO PART 516—REFERENCES**

Publications referenced in this part can be obtained at the National Technical Information Services, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161.

*Required Publications*

- AR 25-55, The Department of the Army Freedom of Information Act Program. (Cited in §§ 516.40, 516.72)
- AR 27-10, Military Justice. (Cited in § 516.4)
- AR 27-20, Claims. (Cited in §§ 516.4, 516.33, 516.22)
- AR 27-60, Patents, Inventions, and Copyrights.
- AR 37-60, Pricing for Material and Services. (Cited in § 516.43.)
- AR 37-103, Finance and Accounting for Installations: Disbursing Operations. (Cited in § 516.22.)
- AR 60-20, Operating Policies. (Cited in § 516.22.)
- AR 190-9, Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies. (Cited in § 516.9)
- AR 210-47, State and Local Taxation of Lessee's Interest in Wherry Act Housing (Title VIII of the National Housing Act).
- AR 215-1, Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in § 516.22.)
- AR 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in § 516.22.)
- AR 310-1, Publications, Blank Forms, and Printing Management.
- AR 340-21, The Army Privacy Program. (Cited in §§ 516.40, 516.72.)
- AR 380-5, Department of the Army Information Security Program.
- AR 405-25, Annexation. (Cited in § 516.22.)
- AR 630-5, Leaves and Passes. (Cited in §§ 516.55, 516.77, 516.78.)
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in § 516.9)

*Related Publications*

- A related publication is merely a source of additional information. The user does not have to read it to understand the regulation.
- AR 20-1, Inspector General Activities and Procedures. (Cited in §§ 516.41, 516.72.)
  - AR 27-1, Judge Advocate Legal Service.
  - AR 27-3, Legal Assistance. (Cited in § 516.6.)
  - AR 27-10, Military Justice. (Cited in §§ 516.4, 516.5, 516.15.)

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AR 27-50, Status of Forces Policies, Procedures, and Information. (Cited in §516.15.)  
AR 37-104-3, Military Pay and Allowances Procedures.  
AR 37-105, Finance and Accounting for Installations: Civilian Pay Procedures.  
AR 55-19, Marine Casualties. (Cited in §516.22.)  
AR 190-29, Misdemeanors and Uniform Violation Notices Referred to U.S. Magistrates or District Courts.  
AR 190-40, Serious Incident Report. (Cited in §516.15.)  
AR 210-50, Family Housing Management. (Cited in §516.37.)  
AR 335-15, Management Information Control System. (Cited in §516.15.)  
AR 600-40, Apprehension, Restraint, and Release to Civil Authorities.  
AR 600-50, Standards of Conduct for Department of the Army Personnel.  
AR 690-700, Personnel Relations and Services. (Cited in §516.70.)

*Prescribed Form*

DA Form 4, Department of the Army Certification for Authentication of Records. (Prescribed in §516.25, 516.35.)

*Referenced Forms*

DA Form 2631-R, Medical Care-Third Party Liability Notification.  
DA Form 3154, MSA Invoice and Receipt.

**APPENDIX B TO PART 516—MAILING ADDRESSES**

The following is a list of frequently referred to Department of the Army Services/Divisions/Offices and their mailing addresses:

COMMANDER (JACS-Z), U.S. ARMY CLAIMS SERVICE, OTJAG, BUILDING 4411, ROOM 206, LLEWELLYN AVENUE, FORT GEORGE G. MEADE, MD 20755-5360  
(1) PERSONNEL CLAIMS AND RECOVERY DIVISION (JACS-PC), U.S. ARMY CLAIMS SERVICE, OTJAG, BUILDING 4411, ROOM 206, LLEWELLYN AVENUE, FORT GEORGE G. MEADE, MD 20755-5360  
(2) TORT CLAIMS DIVISION (JACS-TC), U.S. ARMY CLAIMS SERVICE, OTJAG, BUILDING 4411, ROOM 206, LLEWELLYN AVENUE, FORT GEORGE G. MEADE, MD 20755-5360  
CONTRACT APPEALS DIVISION, HQDA(DAJA-CA), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
CONTRACT LAW DIVISION, THE JUDGE ADVOCATE GENERAL, 2200 ARMY PENTAGON, WASHINGTON, DC 20310-2200  
CRIMINAL LAW DIVISION, THE JUDGE ADVOCATE GENERAL, 2200 ARMY

PENTAGON, WASHINGTON, DC 20310-2200  
ENVIRONMENTAL LAW DIVISION, HQDA(DAJA-EL), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
LABOR AND EMPLOYMENT LAW DIVISION, THE JUDGE ADVOCATE GENERAL, 2200 ARMY PENTAGON, WASHINGTON, DC 20310-2200,  
LITIGATION DIVISION, HQDA(DAJA-LT), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
(1) CIVILIAN PERSONNEL BRANCH, HQDA(DAJA-LTC), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
(2) GENERAL LITIGATION BRANCH, HQDA(DAJA-LTG), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
(3) MILITARY PERSONNEL BRANCH, HQDA(DAJA-LTM), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
(4) TORT BRANCH, HQDA(DAJA-LTT), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
PERSONNEL, PLANS, AND TRAINING OFFICE, THE JUDGE ADVOCATE GENERAL, 2200 ARMY PENTAGON, WASHINGTON, DC 20310-2200  
PROCUREMENT FRAUD DIVISION, HQDA(DAJA-PF), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
INTELLECTUAL PROPERTY DIVISION, HQDA(JALS-IP), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
REGULATORY LAW OFFICE, HQDA(JALS-RL), 901 NORTH STUART STREET, ARLINGTON, VA 22203-1837  
THE JUDGE ADVOCATE GENERAL, 2200 ARMY PENTAGON, WASHINGTON, DC 20310-2200  
THE AJAG FOR CIVIL LAW & LITIGATION, THE JUDGE ADVOCATE GENERAL, 2200 ARMY PENTAGON, WASHINGTON, DC 20310-2200  
U.S. ARMY TRIAL DEFENSE SERVICE, HQDA(JALS-TD), NASSIF BUILDING, FALLS CHURCH, VA 22041-5013

**APPENDIX C TO PART 516—DEPARTMENT OF DEFENSE DIRECTIVE 5405.2, RELEASE OF OFFICIAL INFORMATION IN LITIGATION AND TESTIMONY BY DoD PERSONNEL AS WITNESSES**

*Department of Defense Directive*

July 23, 1985, Number 5405.2, GC, DOD

Subject: Release of Official Information in Litigation and Testimony by DoD Personnel as Witnesses

**References:**

- (a) Title 5, United States Code, Sections 301, 552, and 552a
- (b) Title 10, United States Code, Section 133